



Higher Education

Application Form for Swinburne's Bachelor of Behavioural Studies (Psychology) Course

WHO SHOULD COMPLETE THIS FORM?

All students wishing to undertake the Bachelor of Behavioural Studies (Psychology) course offered by Swinburne University of Technology through Open Universities Australia should complete this form.

GUIDE TO COMPLETING THIS FORM

Step 1: Complete all questions, sign and date the application form.

- Please use BLOCK LETTERS.
- Please tick the appropriate boxes.

Step 2: Ensure that you attach certified copies of all university results or transcripts, graduation certificates and proof of name and citizenship

- Certified documents must be signed by an authorised person (refer to 'Should I provide supporting documentation') and must include an original signature, the name, address and title of the person signing. Photocopies of previously certified documents are not acceptable.

Step 3: Return the completed form and all supporting documentation to:

OJA Co-ordinator (L21)
Swinburne University of Technology
Locked Bag 218
Lilydale Vic 3140
Australia

SHOULD I PROVIDE SUPPORTING DOCUMENTATION?

- Proof of identification is essential for all applications.
- Entry Requirements require supporting documentation – see Section D for details. Supporting documentation copies must be certified as a true and correct copy of the original by either the issuing body or by those people qualified to accept a statutory declaration e.g. police, chemists, doctors, accountants, notary public (required for international applicants), etc. Certified copies may not be faxed or emailed for this purpose. Further, the University accepts no responsibility for all documents submitted.
- Do not submit original documents.
- Please provide translations of supporting documentation if original documents are in a language other than English.

Failure to produce the required documents may result in a delay in the processing of your application.

WHAT WILL HAPPEN AFTER I LODGE MY APPLICATION FORM?

- A University staff member will contact you if you are required to provide additional information to support your application.
- Receipt of application will be acknowledged.
- Applicants will be advised on the outcome of their applications in due course.

KEEP THIS INSTRUCTION SHEET AND A COPY OF YOUR APPLICATION FOR FUTURE REFERENCE

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SECTION A: PROGRAM APPLICATION

Please choose either 'course or 'unit of study' option as shown below. (In some cases students may wish to undertake a single unit of study as an elective for another course):

COURSE: (Please tick)

OR

SINGLE UNIT: Which single unit are you applying for?

1. Code: _____ Unit Name: _____ Study Period: _____ Year _____

Single Units will only be approved if it is for an elective for a course other than a Swinburne course.

Please check the OUA website to determine the study period in which the units run.

SECTION B: PREVIOUS APPLICATION / ENROLMENT AT SWINBURNE

Have you applied or enrolled at Swinburne University / TAFE previously? Yes No

If yes, please state (a) Swinburne student ID number:

(b) CourseName: _____

(c) Last year of study at Swinburne:

SECTION F: APPLICANT'S DECLARATION

I declare to the best of my knowledge the information entered on this form is correct and complete.

I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my academic or employment records or citizenship status may result in the withdrawal by the University of a place which may be offered, and that this withdrawal may take place at any stage during the course I undertake.

I understand that:

- Personal information may be disclosed to third parties for the purpose of progressing my application;
- My personal information will be collected and used for the purposes set out in the Swinburne University of Technology Privacy Collection Statement (Enrolment) – available to be viewed on the University's web site at: www.swinburne.edu.au/corporate/registrar/privacy_collection.htm
- The University will normally correspond with me by electronic means.

Signature of applicant: _____ Date: ____/____/____ (dd / mm / yyyy)

CHECKLIST – please ensure that

- all sections of the form have been completed.
- the applicant's declaration in Section F has been signed and dated.
- certified copies of transcripts of results, proof of completion of academic results, proof of citizenship/residency documents (if applicable) are attached.

OFFICE USE ONLY

Application received: ____/____/____ Application entered on system: ____/____/____

Date application acknowledged with applicant ____/____/____

Proof of citizenship provided (as applicable) Yes No

Selection outcome: Offer made? Yes No – Reason _____

OUA advised Yes No

Selection officer signature: _____ Date: ____/____/____

Program Co ordinator signature: _____ Date: ____/____/____

PRIVACY STATEMENT

Swinburne University of Technology collects and uses your information in accordance with our Privacy Statement, which can be viewed at www.swinburne.edu.au/privacy